

St John's URC Ipswich Room Hire Booking Form

Full detail of use for Booking:

Name of Organisation/ Person Booking:

Tel:

Address with post code:

Name, tel. no., address and post code for invoice if different from above:

Date or Dates for Bookings):

Time of Booking (please allow for preparation/ clearing up time):

Start: End:

Please give this further information:

1. Number of chairs required:

2. Number of tables required:

3. Do you need the P.A. System in worship area? Y  N  2

**Please Tick Accommodation Required**

Main Hall (lift available)

Worship Area

Meeting Room 1

Meeting Room 3

Meeting Room 4

Whole Building All Day   
Whole Building Half Day

**Please Note:** Kitchen facilities are available, but cannot be booked by any one organisation; use of the kitchen must be shared with all users of the hall, dependent on floor level.

**How to pay:** An invoice will be sent for payment in 14 days, or a regular payment agreed. (You may be asked to provide a deposit in advance.)

**Additional notes:**

- Every effort will be made to ensure you receive the dates) and times) you wish, but this cannot be guaranteed.
- This Booking Form has a copy of the **current Conditions and Information for Users**. It provides essential information for you and which you must sign to acknowledge agreement.
- **Protection of Children and Vulnerable Adults**. Our policy on this is available on request by all hirers of events involving these groups. It should be read before signing the additional form to your agreement to cover these extra responsibilities.

Return Completed Forms by attaching to an email and sending it to roombooking@stjohnsurcipswich.org. uk

# Conditions for Use of Church Premises

## 1. What it can be used for:

- Purposes which the Elders and Church Meeting consider suitable, and which which comply with Local Authority planning conditions.

## 2 What you cannot do anywhere on the Premises:

- Smoke
- Offer alcohol as a prize where people under the age of 18 are purchasing draw tickets. (The use of alcohol as a prize is discouraged wherever possible).
- Block any exits from the building.
- Carry out activities that cause any nuisance or inconvenience to neighbours.

## 3. What the Church does not do:

Accept any responsibility for injury, loss or damage however caused to persons or property in or on the premises including car park. (See notes on Public Liability Insurance in the information adjacent.)

## 4 Users of the premises are responsible to the Church for:

- Any damage, loss or breakage caused during or as a result of their use of the building.
- Ensuring all fire doors are unlocked at all time during use and that NO fire exits are obstructed in any way. Note: All doors with a crash bar are fire exits.
- Ensuring: they have adequate First Aid cover for the activity taking place; that a Fire and Safety Risk Assessment has been completed; and that an effective evacuation plan has been established.
- Ensuring responsible use of a basic First Aid Box available in the Ground Floor Kitchen in the eyelevel cupboard to the right of the exterior door. (The cupboard is marked with a standard First Aid '+' on a green background.) Together with the First Aid kit is an Accident Report book.
- Recording an accident in the Accident Book.
- Complying with all Laws and Regulations applying to: Safety, Food Safety/Hygiene, Disability, Equality, and Entertainment, as relevant.
- People and groups working with children or vulnerable adults are required to agree to

uphold the principles of the revised Safeguarding Vulnerable Groups Act (2006). An additional form of undertaking is required to be completed and signed in this event.

## 5. After Use it is essential to:

- Replace any furniture or equipment moved in connection the activity to the position in which it was found and leave all rooms and furniture clean and tidy.
- Clear and leave the outside play areas clean and tidy.
- Clear the foyer and lift of major items of equipment.

## Further Information

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Note that all items in section 4 are legal requirements on you and your group or organisation.

There is a total of six spaces for cars in the adjacent car park allocated for church use. They may not be available.

Each group or meeting using St John's premises will ensure that he/she/they have adequate Public Liability Insurance to cover the nature and duration of the event or activity as St John's accepts no liability for any loss, damage of injury to persons or property whilst they or it are in any part of the Church premises. If you are involving the public in an event or using equipment brought into the premises you would be foolish not to do so. You may consider it less essential if it is a small meeting or discussion group, but St John's still do not accept any responsibility. As an example: if you are having a party for young children, it would be still be wise to take out insurance, especially if equipment or an entertainer is present unless these come covered by the equipment supplier's or entertainer's insurance.

A Church Representative is frequently on duty weekday mornings during school term time, except Wednesdays and also on evenings when the premises are in use. Outside these times the users will be responsible for unlocking the premises and maintaining security during their activity, and also for ensuring all doors and windows on both floors are closed and locked and that all lights are out when they leave.

Costs for use of the premises are reviewed annually and can be obtained from the Bookings Conditions Secretary.

Agreed to by: \_\_\_\_\_  
Write name:

Date: \_\_\_\_\_